

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH  
SAM PEDRO MENTAL HEALTH CENTER  
150 West 7<sup>th</sup> Street, San Pedro 90731**

**Intermediate Typist Clerk  
Transfer/Promotional Opportunity**

**San Pedro Mental Health Center** is seeking a current Intermediate Typist Clerk who is a dedicated, enthusiastic team player. The selected candidate will join the support staff team responsible for business office operations. Candidates that work well in a team environment, are able to prioritize assignments while working independently and encouraged to apply.

Candidates with excellent administrative, organizational, verbal and written communication skills are encouraged to apply.

**Specific duties include (but are not limited to):**

- Performs reception duties such as using IBHIS to check in clients with scheduled appointments and coordinating with clinicians to ensure that clients are seen in a timely manner.
- Enters new clients in IBHIS, processes Pre Admit/Admission bundles, and scans documents into IBHIS. Opens episodes and enter prescriptions into IS, as needed.
- Runs IBHIS reports to ensure that all claims by staff are attested and posts claims by due date, alerting supervisor of missing documentation.
- Performs general office duties such as front window coverage, answering and routing telephone calls, responding to inquiries, filing, photocopying, and document scanning.
- Enters and updates client data into the Department's various computerized systems.
- Processes medical records requests in compliance with HIPPA guidelines, accepts client payments and disburses bus tokens as requested by staff.
- May assist with financial screenings of consumers, obtaining billing information and insurance documents for billing purposes, and enters financial information into IBHIS.
- Works on special assignments and reports under the direction of the Program Head.

**Desirable qualifications include:**

- Bilingual capacity desirable but not required.
- Strong knowledge of Microsoft office.
- Must have strong verbal and written communication skills and the ability to multi-task and organize to meet deadlines.
- Comfortable with working in a fast paced, dynamic environment.
- Ability to work independently and as a team player.
- The ability to learn and follow the clinic's policies and procedures with **respect** and **courtesy**.

If you currently hold the payroll title of Intermediate Typist Clerk, send a cover letter, resume, last two performance evaluations, and last two master timecards, if possible by **Monday, January 5, 2015** to:

Sylvia Martinez or Sidney Harris  
(213) 738-3940 or (213) 738-2896  
[smartinez@dmh.lacounty.gov](mailto:smartinez@dmh.lacounty.gov)  
[srharris@dmh.lacounty.gov](mailto:srharris@dmh.lacounty.gov)